

**Spay/Neuter Program
Performance Review Committee meeting
DDA
9.25.08
1:00 pm**

Attendance

Fred Bailey	Murrey Goldthwaite	Jane Pierantozzi
Jeffrey Bowersox	Donna Gordon	Debbie Schwartz
Anne Cavanaugh	Caroline Hughes	Lisa Tanielian
Kathy Gallagher	Kristin Mondeaux	Kevin Usilton

OPENING REMARKS: (Kathy Gallagher)

- Welcome to everyone.
- Roll Call.
- Approval of 8/28/08 Minutes: Motion passed unanimously

NEW BUSINESS

Mailings – DSS (Lisa Tanielian)

- Lisa will work with Ruth Campbell of DHSS to see about getting added to their next mailing. Will look into whether more than a small ad can be added.

Letter to Veterinarians (Lisa Tanielian)

- A draft of the letter worked on by Lisa & Dr. Hughes was provided to everyone in attendance. Due to Dr. Bowersox attending by telephone, Lisa will send to him for his input. An FOIA request was done with the Division of Professional Regulation requesting a mailing list of all vets.

Full Program – Next Steps (Lisa Tanielian, Kathy Gallagher & Dr. Hughes)

- Invoicing for 501c3 allocation from Phase II has been extended to 10/20/08 to allow for additional procedures to be completed. Due to limited time, many organizations ran into issues scheduling procedures with the providers.
- Guidelines for common complications were discussed. Due to the new state veterinarian hired, it was decided to delay making a final decision. It will be discussed further at the next PRC meeting.
- Copies of the new Owner Eligibility & Pet Registration forms provided to the group.
- Discussion regarding future 501c3 allocations – May to November is the peak time for feral/stray groups.
- Drafts of Provider Agreements and 501c3 Participant Agreements were provided to the group. There will still be some minor changes after Lisa & Dr. Hughes meet with attorney Tom Ellis, but changes will not be to substantive.
 - Motion to accept agreements made by Donna Gordon, seconded by Murrey Goldthwaite. Passed unanimously.

Statistical Worksheets for Future Data (Anne Cavanaugh)

- Further discussion on what statistics the shelters will track going forward. It was suggested that tracking of breeds based on the demographics might be helpful. Still at issue is tracking breakdown of Owner Requested Euthanasia and whether it is possible to track Healthy vs. Unhealthy. Discussion will continue going forward.

Representatives for Delaware Division of Public Health, Rabies Control, Delaware Social Services and Representative for Kent County to fill seat vacant by Claudia Courtney (Kathy Gallagher)

- Candidates need to go the new State Veterinarian Heather Hirst and Secretary of Agriculture Austin Short for approval prior to a vote by the committee.

PR Report & Press Conferences (Lisa Tanielian, Jane Pierantozzi, Kathy Gallagher, Anne Fitzgerald)

- Jane and Kathy will contact Senator Blevins and Senator Spence to see when they will be available. There will be a conference call on Oct. 2 to discuss specifics.

ANNOUNCEMENTS

Next Meeting: Thursday, October 30th, 2008, 1:00 PM.

MEETING ADJOURNED